



List of Services Provided Homeowners Associations

1. Assist Board of Directors in managing the HOA.
2. Attend Annual Meetings at the request of Board of Directors.
3. Prepare and mail all Annual Meeting documents to include: Budget, Proxy, Agenda, previous Minutes.
4. Perform all bookkeeping to include:
 - a. Billing of dues
 - b. Receipt and deposit of dues
 - c. Pay bills
 - d. Provide financial reports monthly to include:
 1. General Ledger
 2. Owners Summary
 3. Bank reconciliations for all accounts
 4. Copies of all bills
 5. Check Register
 6. Cash Flow Report
 7. Balance Sheet
5. Place accounts in Collections & file Liens by request of Board of Directors, per state law.
6. Facilitate Federal and State tax returns.
7. File Secretary of State documentation and DORA reports.
8. Provide information to title companies, real estate agents and foreclosure companies, including status reports, ledgers, etc.
9. Keep HOA members informed of all CCIOA (Colorado Common Interest Ownership Act) changes and assist with documents necessary to maintain compliance.
10. Maintain HOA files per state law.
11. Assist in gaining bids from qualified/insured contractors for professional services.
12. Manage oversight of Insurance claims.
13. Send out Violation letters per request of the Board of Directors.
14. Provide website with current HOA information.
15. Provide 24/7 emergency answering service.

Company Personnel: Employees in our office include a full time bookkeeper, four of our employees have advance education degrees, one is a licensed Realtor, and two are licensed Community Association Managers.